Test Administration Directions
End-of-Course

Test Administrator's Name

AzMERIT

Arizona's Statewide Achievement Assessment for English Language Arts and Mathematics

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Section 1. Overview of the AzMERIT Test Administration

AzMERIT measures students' knowledge in the content areas of English language arts (ELA) and Mathematics in Grades 3-8 and High School. Each AzMERIT test is aligned to Arizona's College and Career Ready Standards (AZCCRS). AzMERIT is available as a computer-based test or as a paper-based test. For the Spring 2015 administration of AzMERIT, schools with sufficient bandwidth and the appropriate devices to support computer-based testing were able to select computer-based testing. Otherwise, schools will administer a paper-based version of AzMERIT.

American Institutes for Research (AIR) is the test vendor for AzMERIT and the provider of the online testing platform. AIR has subcontracted with Measurement Incorporated (MI) for the paper assessments. Measurement Incorporated will be handling the printing, shipping, and processing for all paper test materials.

Each District Superintendent or Charter Representative must designate a District Test Coordinator to oversee AzMERIT testing for all schools within the district or under the same charter. This individual is referred to as the District Test Coordinator. District Test Coordinators are responsible for ensuring the appropriate and correct administration of AzMERIT in all schools within the district or under the same charter.

AzMERIT tests are administered to students by Test Administrators. This document provides directions for the administration of the AzMERIT End-of-Course (EOC) tests.

This document is divided into three main sections:

- Overview of the AzMERIT Test Administration
- Computer-Based Testing (CBT) Scripted Directions for AzMERIT End-of-Course (EOC)
- Paper-Based Testing (PBT) Scripted Directions for AzMERIT End-of-Course (EOC)

Test Administrators and Proctors

Test Administrators must be employees of the school/district/charter. Proctors, who must also be employees of the school/district/charter, may be assigned to assist Test Administrators. AzMERIT Test Administrators and Proctors must be trained in proper test security and test administration procedures, must sign a test security agreement, must be thoroughly familiar with this document, and must follow the test administration procedures in this document including following the scripted directions.

Test Administrator Responsibilities

Responsibilities of the Test Administrator include:
- Participating in training activities scheduled by the Test Coordinator;
- Signing and returning to the Test Coordinator the *AzMERIT Test Security Agreement*;
- Reviewing this document in advance of the testing dates;

- Adhering to test administration security procedures;

- Following the Test Administration Directions exactly as stated in this document;

- Reading aloud to the students the scripted directions exactly as stated in this document; and

- Requesting guidance from the Test Coordinator when unusual circumstances arise or when uncertain about proper procedures.

Additional responsibilities for Test Administrators at CBT schools include:
- Completing the Test Administrator Certification Course in TIDE;

- Confirming student accommodations or test settings in TIDE; and

- Approving AzMERIT testing access to only the appropriate students.

Additional responsibilities for Test Administrators at PBT schools include:
- Receiving test materials from the Test Coordinator;

- Verifying the quantities of test materials received;

- Distributing and collecting all test materials on testing days;

- Completing the accommodations information on the back of the AzMERIT test booklets for all students receiving accommodations; and

- Returning all test materials to the Test Coordinator.

Students to be Tested

AzMERIT End-of-Course (EOC) Tests are for students enrolled in courses aligned to the first three English credits required for high school graduation and the first three mathematics credits required for high school graduation. The student's grade level is not a factor in determining whether or not to participate in AzMERIT EOC testing. The three AzMERIT EOC tests for English language arts are ELA 9, ELA 10, and ELA 11. The three AzMERIT EOC tests for mathematics are Algebra I, Geometry, and Algebra II.

All high school level English courses intended to provide students with their first three years of high school English credit shall include AzMERIT EOC testing. These courses are typically named Freshman English, Sophomore English, and Junior English or something similar, but other courses and other course names, including advanced courses (for example, Honors, AP, IB), and non-traditional courses (for example Shakespeare, Mythology), may be used for these first three years of high school English.

The Freshman English course, or its equivalent, shall include the AzMERIT EOC ELA 9 test in the same semester that the one credit course is completed. The Sophomore English course, or its equivalent, shall include the AzMERIT EOC ELA 10 test in the same semester that the one credit course is completed. The Junior English course, or its equivalent, shall include the AzMERIT EOC ELA 11 test in the same semester that the one credit course is completed.

All high school level math courses intended to provide students with their first three years of high school math credit and all math courses aligned to the first three years of the high school

mathematics standards regardless of whether high school credit is actually earned shall include AzMERIT EOC testing. These courses are typically named Algebra I, Geometry, Algebra II or something similar, but other courses and course names, including advanced courses (for example, Honors, IB) and non-traditional courses (for example, Integrated Math), may be used for these first three years of high school level math.

Arizona's College and Career Ready Standards – Mathematics identifies the content that shall be covered in Algebra I, Geometry, and Algebra II courses. The Algebra I course, or its equivalent, shall include the AzMERIT EOC Algebra I test in the same semester that the one credit course is completed. The Geometry course, or its equivalent, shall include the AzMERIT EOC Geometry test in the same semester that the one credit course is completed. The Algebra II course, or its equivalent, shall include the AzMERIT EOC Algebra II test in the same semester that the one credit course is completed. For a multi-year integrated course sequence, each of the EOC tests in Algebra I, Geometry, and Algebra II shall be administered in the same semester that the content of corresponding course, as identified in the Standards, has been completed.

Students with significant cognitive disabilities and whose current Individualized Education Program (IEP) designates them eligible for an alternate assessment, the NCSC Alternate Assessments for English Language Arts and Mathematics, are excluded from AzMERIT.

Test Administration Schedule

The Test Coordinator is responsible for communicating the specific testing schedule to Test Administrators, Proctors, students, and parents/guardians. That testing schedule must comply with the guidance below.

For both computer-based and paper-based testing:

- Test sessions must be administered in the order described below. Testing days do not have to be consecutive days.
- For EOC testing, ELA testing days are not necessarily the same days as the Math testing days. Students should not participate in more than two test sessions per day.
- When two test sessions are scheduled on the same day, there must be a break between sessions.
- AzMERIT is untimed. The upper end of the suggested time for the test session is the estimated time needed for at least 95% of students to complete the session. A test session must be completed by the end of the school day.

For computer-based testing, students taking the same EOC test within the same school are **not** required to test on the same day. For paper-based testing, students taking the same EOC test within the same school must test on the same day.

Administering AzMERIT tests on dates other than those shown without the written permission of the Assessment Section of the ADE is a serious testing violation.

Table 1. End-of-Course Administration Schedule

End-of-Course Test Days	Content Area	Approximate Time	Computer-Based Test Window March 30—May 8, 2015	Paper-Based Test Window April 13—April 24, 2015
English Language Arts (ELA) – End-of-Course (EOC) – May be administered in 2 or 3 days				
Day 1	ELA – Writing	45-90 minutes	Must be completed by April 24 (including make-up tests)	Must be completed on April 13 or April 14
Day 2	ELA – Reading Part 1	45-75 minutes	Last day of testing (including make-up testing) May 8	Last day of testing (including make-up testing) April 24
Day 2 or Day 3	ELA – Reading Part 2	45-75 minutes		
Math – End-of-Course (EOC) – May be administered in 1 or 2 days				
Day 1	Math Part 1	50-85 minutes	Last day of testing (including make-up testing) May 8	Last day of testing (including make-up testing) April 24
Day 1 or Day 2	Math Part 2	50-85 minutes		

Test Materials

Each AzMERIT testing room should have a "Testing—Do Not Disturb" sign on its door. Each AzMERIT EOC Test Administrator must have a copy of this manual, *Spring 2015 AzMERIT Test Administration Directions End-of-Course*. Proctors may also have a copy of this manual. Test Administrators in CBT schools must also have access to the *Test Administrator User Guide* which can be found on the AzMERIT Portal (azmeritportal.org/resources).

All schools must provide scratch paper (plain, lined, or graph), pencils, and erasers for all students participating in AzMERIT EOC testing. Scratch paper is required for ELA - Writing and EOC Math tests. Scratch paper is prohibited for ELA - Reading.

Students at CBT schools require no test materials other than scratch paper, pencils, and erasers. All other tools and resources needed for AzMERIT testing are provided within the AzMERIT testing platform.

Students at PBT schools will receive a scorable AzMERIT test booklet and a Pre-ID label for each applicable EOC test. AzMERIT has no answer documents.

PBT schools must provide commercially published paper dictionaries and commercially published paper thesauruses for use on ELA—Writing **only**. Several copies of each of these items must be available in each testing room. PBT schools must also provide an appropriate calculator for every student participating in an EOC Math test.

AzMERIT Calculator Policy

Calculators are permitted on AzMERIT EOC Math tests. **Table 2** below lists the types of calculators permitted

Table 2. AzMERIT EOC Calculators

Math End-of-Course	Graphing calculators permitted on Math Part 1 and Part 2.
	No calculators with Computer Algebra System (CAS) features are allowed. Calculators may **NOT** be capable of communication with other calculators through infrared sensors. **NO** instruction or formula cards or other information regarding the operation of calculators such as operating manuals are permitted. The memory of any calculator with programming capability must be cleared, reset, or disabled when students enter the testing room. If the memory of any calculator is password protected and cannot be cleared or reset, the calculator may **NOT** be used.
	Sample acceptable calculators: TI-84 Plus, Casio FX-9750GII, or similar

Additional Calculator Guidance

- The applicable portion of the computer-based assessment will include the acceptable online version of an approved calculator. Providing handheld calculators is not a requirement for schools choosing the computer-based assessment. However, students may use an acceptable handheld calculator in addition to, or instead of, the online calculator.
- No laptop, tablet, or phone-based calculators are allowed to be used during the AzMERIT assessment.
- Students are not allowed to share calculators during a test session.

Test Security

All Test Administrators and Proctors must be trained in proper test security procedures, must sign a test security agreement, and must adhere to test security procedures.

It is unethical and shall be viewed as a violation of test security for any person to:

- Capture images of any part of the test via any electronic device;
- Duplicate in any way any part of the test;
- Examine, read, or review the content of any portion of the test;
- Disclose or allow to be disclosed the content of any portion of the test before, during, or after test administration;
- Discuss any AzMERIT test item before, during, or after test administration;
- Allow students access to any test content prior to testing;
- Allow students to share information during test administration;
- Allow students to use scratch paper during the ELA Reading test;
- Read any parts of the test to students except as indicated in the Test Administration Directions or as part of an accommodation;

- Influence students' responses by making any kind of gestures (for example, pointing to items, holding up fingers to signify item numbers or answer options) while students are taking the test;

- Instruct students to go back and reread/redo answers/responses after they have finished their test since this instruction may only be given before the students take the test;

- Change or erase students' responses;

- Review students' responses;

- Read or review students' scratch paper;

- Fail to return all test materials, including unused documents; or

- Participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures.

Test Administrators and Proctors may **not** assist students in answering questions. Test Administrators and Proctors may **not** translate, reword, or explain any test content. No test content may ever be discussed before, during, or after test administration.

Use of Unacceptable Resources

Students are not permitted to use resources on AzMERIT test that are not specifically identified in this manual or in the document *AzMERIT Testing Conditions, Tools, and Accommodations Guidance for Spring 2015*. The use of unacceptable resources during AzMERIT testing is a test security violation and may result in the student's test being invalidated.

Test Administrators and Proctors should monitor students while testing. If students are observed using unacceptable resources, including, but not limited to, unacceptable reference materials, cell phones, or other electronic devices, the unacceptable resource must be removed and your test coordinator must be contacted as soon as possible. Allow the student to continue testing once the unacceptable resource has been removed.

Cell phones and other personal electronic devices are the single largest source of test security violations. As such, students are not permitted to have access to cell phones or other personal electronic devices during AzMERIT testing. Test Administrators should ask students to place all cell phones and personal electronic devices in their backpacks and move their backpacks out of reach prior to starting AzMERIT testing.

Testing Conditions, Tools, and Accommodations

All AzMERIT Test Administrators are expected to read and follow the guidance in the document *AzMERIT Testing Conditions, Tools, and Accommodations Guidance for Spring 2015* posted on the ADE website at **www.azed.gov/AzMERIT**. Universal Test Administration Conditions are specific testing situations and conditions that may be offered to any student in order to provide a comfortable and distraction-free testing environment. Computer-based testing tools are available to all students participating in computer-based testing. Subject area tools are available to all students on certain portions of AzMERIT both computer-based and paper-based. Certain

accommodations are available to students with an injury, English language learner students, and students with a disability. Accommodations are provisions made in how a student accesses the test and/or demonstrates learning that do not alter the validity of the test, score interpretation, reliability, or security of the test.

Providing unacceptable accommodations to students who may receive accommodations, providing accommodations to students who may not receive them, or failing to indicate that accommodations were provided are test administration errors. Test Administrators must know which students testing are eligible to receive accommodations and which accommodations are appropriate for each eligible student. Test Administrators must provide appropriate accommodations for eligible students and indicate which accommodations were provided to students per directions later in this manual.

Before AzMERIT Administration

The location for testing must be determined prior to testing. AzMERIT tests are to be administered at Arizona schools. AzMERIT tests may be administered in a home or hospital setting for a single student. AzMERIT tests cannot be administered outside the state of Arizona.

Preparing the Room

For both CBT and PBT, the testing room should be prepared for the test administration prior to the testing date. Good lighting, ventilation, and freedom from distracting noises and interruptions are important for student performance. Visual aids displayed in the testing room that could assist students while testing must be removed or covered completely. Arrange student seating so that students cannot easily see the test booklets or computer screens of others and so that the Test Administrator(s) and Proctor(s) can walk by each student. Students' desks and tables should be cleared of backpacks and unnecessary materials prior to the beginning of the test session.

Preparing for CBT Testing

The Test Coordinator or Test Administrator should ensure that all testing devices are in working order, that headphones are available, and any necessary keyboards and mice are available. The AzMERIT secure browser must be downloaded and installed on all devices to be used for AzMERIT testing. The secure browser provides a secure environment for student testing by disabling the hot keys, copy, and screenshot capabilities and access to the desktop (Internet, email, and other files or programs installed on school machines). The secure browser will not display the IP address or URL for the secure testing website. Users cannot access other applications from within the secure browser, even if they know the keystroke sequences. Students will not be able to print from the secure browsers.

Every CBT Test Administrator must have an appropriate user role in the Test Information Distribution Engine (TIDE). The Test Coordinator will provide TIDE logon information to Test Administrators. Every CBT Test Administrator must have competed and passed the Test Administrator Certification Course in TIDE before administering any AzMERIT CBT tests.

Figure 1. AzMERIT Secure Browser Icon

Before students arrive to take an AzMERIT CBT, the Test Administrator should close all programs on each testing device, then launch the secure browser by clicking on the AzMERIT Secure Browser icon.

The student login screen should be showing when students enter the room to take the test. In the event of technical difficulties with the secure browser, contact your Test Coordinator.

Test Settings and Accommodations

Students who require specific test settings or testing accommodations must have those set before the test session. Those with a TIDE user role of District Administrator or School Test Coordinator are able to change test settings and accommodations in TIDE any time prior to testing. Those with a Test Administrator or School Teacher user role will be able to change test settings and accommodations in the TA Interface as students enter a CBT test session.

Testing Tickets

Testing tickets are an optional resource available in TIDE. Testing tickets contain the information that a student will need to log in to the secure browser in order to test. These may be a useful resource to streamline the log in process, especially for younger students.

The Test Coordinator or the Test Administrator may print testing tickets from TIDE. Please refer to the "Working With Student Information" section of the *TIDE User Guide* for instructions on how to print testing tickets for students. Testing tickets will generate in a PDF and will have ten tickets per page. Tickets should be printed and cut in advance of the test session so that testing is not delayed.

Figure 2. Sample Testing Ticket

Preparing for PBT Testing

Test Administrators will receive test materials for PBT testing from the Test Coordinator at the beginning of each day of testing. Test materials will include AzMERIT Test Booklets and Student Pre-ID labels and may include dictionaries, thesauruses, or calculators. Test Administrators will return all test materials to the Test Coordinator at the end of each day of testing.

The Test Administrator should receive a School Security Checklist that will be used to track test booklets throughout the testing process, to document which Test Administrators test which students, and to track which test booklets were issued to each student. There is a space provided for initialing the check-out and check-in by Test Administrators for each day of testing. You should complete the date sections according to all applicable testing dates for your district.

Figure 3. Sample School Security Checklist

AzMERIT test booklets are secure documents. While in the possession of the Test Administrator, test booklets must be kept in secure, locked storage except during actual test administration times.

Student Pre-ID labels (see Figure 4) must be affixed to test booklets **before** testing. If the Student Pre-ID labels were not affixed to test booklets before being provided to the Test Administrator, the Test Administrator must affix the Student Pre-ID labels to the test booklets before passing out the test booklets to students. If any student expected to test on AzMERIT is missing a Student Pre-ID label, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzMERIT test. Students should **not** be permitted to test without a Pre-ID label or with an incorrect label.

Figure 4. Sample Pre-ID Label

SPRING 2015 AzMERIT ALGEBRA I
STUDENT, SAMPLE
DISTRICT: 9999   Sample District Name SCHOOL: 5555   Sample School Name GRD: 09   GEN: F   DOB: 12/01/1999 SAISID: 9999999

During AzMERIT Administration

AzMERIT is a standardized test. The Test Administrator must follow the directions exactly as stated in Sections 2 and 3 of this document. The scripted directions are formatted to guide you through either the Computer-Based or Paper-Based test administration of each content area and to help ensure proper testing procedures. Please review the directions in advance to become familiar with the scripted text and testing procedures. Read aloud to students only what is marked with a "**SAY**" and printed in the boxes.

Starting the CBT Test Administration

The CBT Test Administrator needs a device (computer, tablet, or smart phone) to manage the CBT test session. Follow the directions outlined in the *Test Administrator User Guide* found on the AzMERIT Portal (azmeritportal.org/resources) to administer a test session.

Precautions for PBT Test Administration

- Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Doing so may cause scoring discrepancies.
- Do not allow students to use correction fluid on the scorable test booklets. Doing so may cause scoring discrepancies.
- Do not allow students to make any marks near the timing marks on the edges of the scorable test booklets. Doing so may cause scoring discrepancies.
- Do not allow students to use extra paper or ink to write their ELA Writing test responses. Only responses that are written in pencil on the pages designated "Final Copy" will be scored.
- Do not use "sticky" notes, paperclips, tape, staples, or glue on the scorable test booklets.
- Do not insert loose papers into the scorable test booklets.
- Do not tape or glue additional paper into the scorable test booklets.
- Do not photocopy the test booklets.
- Do not disassemble or pull pages from the test booklet.

Monitoring Testing

During the administration of AzMERIT, Test Administrators and Proctors must supervise the testing room at all times during testing. Test Administrators and Proctors should move unobtrusively about the room to ensure that students are using only appropriate testing materials and resources and to check that students are progressing through the test. Students should be allowed to work at their own pace.

Test Administrators and Proctors may answer student questions about test directions. Test Administrators and Proctors may not answer student questions about test content.

Disruptive Students

Students who disrupt testing, refuse to participate, receive help from others, or otherwise engage in behavior not consistent with acceptable classroom behavior should be removed from the testing room as soon as possible to allow other students to continue to test undisturbed. Whenever possible, the disruptive student should be allowed to continue testing in a different location and be subject to the disciplinary procedures established by the school for such occurrences after completion of testing. If the student is believed to have participated in cheating, contact your Test Coordinator for guidance. The Arizona Department of Education recommends that the student's parents or guardians receive written notification of the disruption incident and its consequences.

Students Who Leave the Room During Testing

Students should remain in the testing room during the entire scheduled test session. However, students may be allowed to go to the restroom, if necessary, during testing. Only one student may leave at a time.

- *For CBT testing*: The student or the Test Administrator should pause the student's test before the student leaves the room. The student will be required to log in to his/her test when he/she returns to the room, and the Test Administrator will need to approve the student again.
- *For PBT testing*: The student's test materials must be collected by the Test Administrator before the student leaves the room and then given back to the student upon returning to the room.

Students Who Leave School During Testing

Students who need to leave school before completing a particular test session of AzMERIT, including those students who leave due to illness, are ineligible to continue the test for that test session. The Test Administrator should inform the student that he/she will **not** be permitted to finish that session when the student returns to school.

- *For CBT testing:* The student or the Test Administrator should pause the student's test before the student leaves the room.

- *For PBT testing*: Collect the student's test booklet and dismiss the student from the testing room. The student's test booklet is to be returned to the Test Coordinator at the end of the testing day with the other test materials.

If the student returns to school during the testing window, he/she may continue testing on any test session(s) that had not yet been started.

After AzMERIT Testing

Ending CBT Testing

When a student has finished testing, Test Administrators should verify that the student has submitted his/her test and then collect any scratch paper. Test Administrators can verify that a test has been submitted by checking the Student Status column in the TA Interface for a status of "Submitted." Refer to the *Test Administrator User Guide* for more details on the statuses which appear in the TA Interface.

Once a student has submitted his/her test and returned any scratch paper, he/she may read or do classwork silently while waiting for the scheduled test session to end. Students may not use the computer or have access to their cell phones or other electronic devices until the end of the test session.

Follow the directions of your Test Coordinator for students who have not finished testing at the end of the scheduled test session.

Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper. Follow the directions of your Test Coordinator regarding the return or disposal this manual.

Ending PBT Testing

When a student has finished testing, Test Administrators should collect the student's test booklet and any scratch paper. Confirm that the student's handwritten name is on the test booklet cover and matches the name on the Student Pre-ID label. Once a student has returned his/her test booklet and any scratch paper, he/she may read or do classwork silently while waiting for the scheduled test session to end. Students may not have access to their cell phones or other electronic devices until the end of the test session.

Follow the directions of your Test Coordinator for students who have not finished testing at the end of the scheduled test session.

Marking Testing Accommodations

For students who received testing accommodations, the Test Administrator or Proctor who witnessed the use of the testing accommodation(s) or who actually provided the testing accommodation(s) must mark the accommodation(s) used in Box 1 on the back of the student's

test booklet. Mark the appropriate bubble using a No. 2 pencil for every accommodation the student used for that particular AzMERIT EOC test.

Figure 5. Box 1 Accommodations

1	Accommodations
○	Adult Transcription
○	Assistive Technology
○	Read Aloud Test Content
○	Sign Test Content
○	Simplified Directions
○	Translate Directions
○	Translation Dictionary

Braille and Large Print

Students who tested using a Braille version or Large Print version of the test booklet must have their responses **transferred to the standard test booklet that was provided in the Braille or Large Print kit** that they received. Follow the guidance below for Adult Transcription.

Adult Transcription

Students who produced their test responses using assistive technology, including Braille writers, or used a Large Print version of the test booklet, must have their responses transferred to their standard test booklet. The Test Coordinator, Test Administrator, Proctor, or other designated school personnel may transfer student responses to a standard test booklet. Only responses written in a standard test booklet and returned with the scorable test materials are scored.

Using a No. 2 pencil, mark the student's responses exactly as indicated by the student. If the student marks more than one answer choice for a particular test item, mark the standard test booklet in the same way. If the student leaves a particular test item unanswered, leave that same test item unanswered in the standard test booklet. For the ELA Writing response and any other open-ended items, transfer the student's response exactly as produced by the student without changing spelling, punctuation, word choice, or any other aspect of the student's response.

The standard test booklet with the student's transferred responses and any original written student responses not in a standard test booklet, such as a Large Print test booklet, are to be returned to the Test Coordinator. Any electronic copy or tape recording of the student's responses must be deleted or erased.

Returning Test Materials to the Test Coordinator

All AzMERIT test booklets are to be returned to the Test Coordinator at the end of each testing day. Test Administrators should arrange the test booklets facing up. Paperclips or rubber bands must not be used to bind these materials as this may damage their edges.

Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper. Follow the directions of your Test Coordinator regarding the return or disposal of this manual.

Follow the direction of your Test Coordinator regarding the return of any dictionaries, thesauruses, or calculators.

Section 2. Computer-Based Testing (CBT) Scripted Directions for AzMERIT End-of-Course (EOC)

All CBT Test Administrators must refer to the *Test Administrator User Guide* found on the AzMERIT Portal (azmeritportal.org/resources) for step-by-step instructions on the various tasks necessary to correctly administer the Computer-Based Test, such as how to create a Computer-Based Test session, the student approval process, and troubleshooting.

Testing tickets are an optional resource available in TIDE. Testing tickets contain the information that a student will need to log in to the secure browser in order to test. These may be useful resources to streamline the login process, especially for younger students.

The Test Coordinator or the Test Administrator may print testing tickets from TIDE. Please refer to the "Working With Student Information" section of the *TIDE User Guide* for instructions on how to print testing tickets for students. Testing tickets will generate in a PDF and will have ten tickets per page. Tickets should be printed and cut in advance of the test session so that testing is not delayed. If testing tickets are used, distribute them at the beginning of the test session.

EOC ELA Tests (ELA 9, ELA 10, ELA 11)

The AzMERIT EOC ELA Tests (ELA 9, ELA 10, ELA 11) consist of a Writing test and a Reading test that is divided into two parts, Reading Part 1 and Reading Part 2. Students may use scratch paper during the Writing test only and not on any part of the Reading test.

EOC ELA Writing Test

The AzMERIT EOC ELA Writing test is administered in one test session.

Launch the AzMERIT Secure Browser on each device being used for student testing. On your own device, open the TA Interface and open a test session that includes each of the tests you are administering in this session. Write the Session ID clearly on the board or somewhere else where students will be able to see it. Students must enter the Session ID exactly as it is written.

Students may use scratch paper to prepare their response, but their response must be typed in the test's response space. Students will have access to basic formatting tools for their writing, as well as an embedded Dictionary and Thesaurus tool.

Distribute scratch paper.

Computer-Based Testing Scripted Directions

SAY	Today, [DAY, DATE], you will be taking EOC ELA Writing, a portion of Arizona's Statewide Achievement Assessment, AzMERIT. Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer. Electronic devices, such as cell phones and personal music players, are not permitted during the entire test session. Any student who has any electronic device, including a cell phone, in his or her possession during this test session **will** have his or her writing test invalidated. If you have a question or need help with something during the test, raise your hand, and I will come to you. Remember that you have a "Help" button in your test that shows you how to use some of the features of the test. The writing test is not a timed test. If you have not completed the writing test at the conclusion of the test session, you will be allowed to continue working. However, you must complete the writing test by the end of the school day. Are there any questions?

Answer any questions.

SAY	Today's writing test has one prompt and one or more passages for you to read and respond to. You must provide a response to the prompt in order to receive a score. There is also a Writing Guide to help with your response. The Writing Guide provides the criteria expected for your response. You may use the Dictionary/Thesaurus tool in your test as well. You may use scratch paper to plan your response and write your rough draft. When you have finished planning your response, you will type your final response on the computer. Remember that your work must address the writing prompt and passages. Are there any questions?

Answer any questions.

SAY	You will now log in to the test. On the login screen on your computer, enter your legal first name (not your nickname), your 8-digit SAIS ID into the SAIS ID field, and the Session ID that I have written on the board.

Be sure that the students use their legal first name, not a nickname. If a student is unable to log in, he or she will be prompted to try again or contact the Test Administrator. If the student is still having difficulty, the Test Administrator can look up the correct information using the Student Lookup function on the TA Interface.

Test Administrators may assist students with logging in if necessary.

SAY	Once you have logged in, you will see a screen with your legal name, birth date, 8-digit SAIS ID, school, and grade. If all the information on your screen is correct, select "Yes" to continue. If any of the information is incorrect, please raise your hand, and I will help you.

Assist any students who are unable to log in.

SAY	Now, select the EOC ELA Writing Test and then I will approve you for testing. Once I have approved you, click the "Yes, Start My Test" button to begin the test. You will first see some instructions and then you can begin working on your response.
	When you have finished, be sure to reread your response and make any necessary edits. When you are satisfied with your final response, click "End Test." Once you click "End Test" you will have a chance to go back and review your response. If you are satisfied with your response click the "Submit Test" button. Once you click the "Submit Test" button you will NOT be able to return to your response.
	You must remain silent until the conclusion of the test session. Are there any questions before we begin?

Answer any questions.

After students log in, you must confirm that these are the correct students and approve the students' requests to begin testing. You will see an "Approvals" box in the upper right corner of the TA Interface that tells you which students have logged in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator. Click the **Approvals** button in the upper right corner of the page to approve the waiting students. You may review and edit student test settings during the approval process.

Once all students are logged in to the test session and approved to begin testing:

SAY	You may now click the "Yes. Start My Test" button and begin the test.

While students are taking the writing test, move around the room to make sure students are progressing through the test.

When the test session ends:

SAY	The test session is now over. If you have not finished, click "Pause" to pause your test session. If you have not finished, you will be allowed to continue working, but please pause your test at this time. If you have finished, click "End Test" to submit your test.
	This concludes the test session.

Most students should have time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. *Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test.*

Collect any scratch paper. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

In the TA Interface, click the green **Stop Session** button in the top left corner. This will end the test session and automatically pause any student tests that are not already paused by the student. Next, click **Log Out** in the top right corner of the TA Interface.

EOC ELA Reading Test (Parts 1 and 2)

The AzMERIT End-of-Course ELA Reading test is administered in two parts, one test session for each part. The use of scratch paper is prohibited on both of the reading parts.

Launch the AzMERIT Secure Browser on each device being used for student testing. On your own device, open the TA Interface and open a test session that includes each of the tests you are administering in this session. Write the Session ID clearly on the board or somewhere else where students will be able to see it. Students must enter the Session ID exactly as it is written.

Computer-Based Testing Scripted Directions

SAY	Today, [DAY, DATE], you will be taking EOC ELA Reading Part [1 or 2], a portion of Arizona's Statewide Achievement Assessment, AzMERIT.
	Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer. Electronic devices, such as cell phones and personal music players, are not permitted during the entire test session. Any student who has any electronic device, including a cell phone, in his or her possession during this test session **will** have his or her reading test invalidated. If you have a question or need help with something during the test, raise your hand, and I will come to you. Remember that you have a "Help" button in your test that shows you how to use some of the features of the test.
	Today's reading test contains several passages and questions about those passages.
	This is not a timed test. If you have not completed this part of the test at the conclusion of the test session, you will be allowed to continue working. However, you must complete this part of the test by the end of the school day.
	Are there any questions?

Answer any questions.

SAY	You will now login to the test. On the login screen on your computer, enter your legal first name (not your nickname), your 8-digit SAIS ID into the SAIS ID field, and the Session ID that I have written on the board.

Be sure that the students use their legal first name, not a nickname. If a student is unable to log in, he or she will be prompted to try again or contact the Test Administrator. If the student is still having difficulty, the Test Administrator can look up the correct information using the Student Lookup function on the TA Interface.

Test Administrators may assist students with logging in, if necessary.

SAY	Once you have logged in, you will see a screen with your legal name, birth date, 8-digit SAIS ID, school, grade. If all the information on your screen is correct, select "Yes" to continue. If any of the information is incorrect, please raise your hand, and I will help.

Assist any students who are unable to log in.

| SAY | Now, select the EOC ELA Reading Part (1 or 2) and then I will approve you for testing. Once I have approved you, click the "Yes, Start My Test" button to begin the test. You will first see some instructions and then you can begin working on the test.

When you have finished your test click "End Test." Once you click "End Test" you will have a chance to go back and review your answers. If you are satisfied with your answers click the "Submit Test"button. Once you click the "Submit Test" button you will NOT be able to return to your test.

You must remain silent until the conclusion of the test session.

Are there any questions before we begin? |
|---|---|

Answer any questions.

After students log in, you must confirm that these are the correct students and approve the students' requests to begin testing. You will see an "Approvals" box in the upper right corner of the TA Interface that tells you which students have logged in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator. Click the **Approvals** button in the upper right corner of the page to approve the waiting students. You may review and edit student test settings during the approval process.

Once all students are logged in to the test session and approved to begin testing:

SAY	You may now click the "Yes, Start My Test" button and begin the test.

While students are taking the reading test, move around the room to make sure students are progressing through the test.

When the test session ends:

| SAY | The test session is now over. If you have not finished, click "Pause" to pause your test session. If you have not finished, you will be allowed to continue working, but please pause your test at this time. If you have finished, click "End Test" to submit your test.

This concludes the test session. |
|---|---|

Most students should have time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. *Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test.*

In the TA Interface, click the green **Stop Session** button in the top left corner. This will end the test session and automatically pause any student tests that are not already paused by the student. Next, click **Log Out** in the top right corner of the TA Interface.

EOC Math Tests (Algebra I, Geometry, Algebra II)

The AzMERIT EOC Math Tests (Algebra I, Geometry, Algebra II) are administered in two parts, one test session for each part. Students testing may use scratch paper. While there is a calculator provided online for Computer-Based Testing, students may use a physical handheld calculator. If handheld calculators are being used, make sure that they have been appropriately configured for testing as specified in the AzMERIT Calculator Policy. Refer to the **AzMERIT Calculator Policy** section on page 4 for guidance on calculators for testing.

Launch the AzMERIT Secure Browser on each device being used for student testing. On your own device, open the TA Interface and open a test session that includes each of the tests you are administering in this session. Write the Session ID clearly on the board or somewhere else where students will be able to see it. Students must enter the Session ID exactly as it is written.

Distribute scratch paper and calculators, if using hand-held calculators.

Computer-Based Testing Scripted Directions

SAY	Today, [DAY, DATE], you will be taking EOC Math [Algebra I, Geometry, Algebra II], Part [1 or 2], a portion of Arizona's Statewide Achievement Assessment, AzMERIT.
	Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer. Approved calculators are allowed during the test. All other electronic devices, such as cell phones and personal music players, are not permitted during the entire test session. Any student who has a prohibited electronic device, including a cell phone, in his or her possession during this test session **will** have his or her test invalidated. If you have a question or need help with something during the test, raise your hand, and I will come to you. Remember that you have a "Help" button in your test that shows you how to use some of the features of the test.
	This is not a timed test. If you have not completed this part of the test at the conclusion of the test session, you will be allowed to continue working. However, you must complete this part of the test by the end of the school day.
	Are there any questions?

Answer any questions.

SAY	You will now login to the test. On the log in screen on your computer, enter your legal first name (not your nickname), your 8-digit SAIS ID into the SAIS ID field, and the Session ID I have written on the board.

Be sure that the students use their legal first name, not a nickname. If a student is unable to log in, he or she will be prompted to try again or contact the Test Administrator. If the student is still having difficulty, the Test Administrator can look up the correct information using the Student Lookup function on the TA Interface.

Test Administrators may assist students with logging in if necessary.

SAY	Once you have logged in, you will see a screen with your legal name, birth date, 8 digit SAIS ID, school, and grade. If all the information on your screen is correct, select "Yes" to continue. If any of the information is incorrect, please raise your hand, and I will help you.

Assist any students who are unable to log in.

SAY	Now, select the test you are taking today, and then I will approve you for testing. Once I have approved you, click the "Yes, Start My Test" button to begin the test. You will first see some instructions and then you can begin working on the test.
	When you have finished your test click "End Test." Once you click "End Test" you will have a chance to go back and review your answers. If you are satisfied with your answers click the "Submit Test" button. Once you click the "Submit Test" button you will NOT be able to return to your test.
	You must remain silent until the conclusion of the test session.
	Are there any questions before we begin?

Answer any questions.

After students log in, you must confirm that these are the correct students and approve the students' requests to begin testing. You will see an "Approvals" box in the upper right corner of the TA Interface that tells you which students have logged in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator. Click the **Approvals** button in the upper right corner of the page to approve the waiting students. You may review and edit student test settings during the approval process.

Once all students are logged in to the test session and approved to begin testing:

SAY	You may now click the "Yes, Start My Test" button and begin the test.

While students are taking the test, move around the room to make sure students are progressing through the test.

When the test session ends:

SAY	The test session is now over. If you have not finished, click "Pause" to pause your test session. If you have not finished, you will be allowed to continue working, but please pause your test at this time. If you have finished, click "End Test" to submit your test.
	This concludes the test session.

Most students should have time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. *Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test.*

Collect any scratch paper. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

Computer-Based Testing Scripted Directions for AzMERIT End-of-Course

In the TA Interface, click the green **Stop Session** button in the top left corner. This will end the test session and automatically pause any student tests that are not already paused by the student. Next, click **Log Out** in the top right corner of the TA Interface.

Section 3. Paper-Based Testing (PBT) Scripted Directions for AzMERIT End-of-Course (EOC)

EOC ELA Tests (ELA 9, ELA 10, ELA 11)

The AzMERIT EOC ELA Tests (ELA 9, ELA 10, ELA 11) consist of a Writing test and a Reading test that is divided into two parts, Reading Part 1 and Reading Part 2. The AzMERIT EOC ELA test booklet covers are in the orange and red color pallet. No other AzMERIT test booklet should be used for this test session. Students may use scratch paper during the Writing test only and not on any part of the Reading test.

EOC ELA Writing Test

The AzMERIT EOC ELA Writing Test is administered in one test session.

Students may use scratch paper to prepare their response. They are not required to use either cursive or printed letters to write their final response, but their response must be legible and written with a No. 2 pencil.

Student Pre-ID labels must be affixed to test booklets **before** testing. If any student expected to test on AzMERIT is missing a Student Pre-ID label, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzMERIT test. Students should **not** be permitted to test without a Pre-ID label or with an incorrect label.

Before the test session begins, write the teacher name, school name, and district name in a location clearly visible to students.

Students will need access to an approved dictionary and thesaurus for the writing test.

Distribute the scratch paper and test booklets to students.

Paper-Based Testing Scripted Directions

SAY	Today, [DAY, DATE], you will be taking EOC ELA Writing, a portion of Arizona's Statewide Achievement Assessment, AzMERIT.
	Do not open your test booklet until I tell you to do so. Talking during the test is not allowed and you may not discuss the questions or your answers after the test. Electronic devices, such as cell phones and personal music players, are not permitted during the entire test session. Any student who has any electronic device, including a cell phone, in his or her possession during this test session **will** have his or her test invalidated. If you have a question or need help with something during the test, raise your hand, and I will come to you.
	The writing test is not a timed test. If you have not completed the writing test at the conclusion of the test session, you will be allowed to continue working. However, you must complete the writing test by the end of the school day.
	Are there any questions?

Answer any questions.

SAY	On the front cover of your test booklet you will see a label with your information on it. Please review this information and raise your hand, if any part of the label is incorrect or if the label is missing.

Students **should NOT be permitted to test** without a Pre-ID label or with an incorrect label. If any student is missing a Student Pre-ID label, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzMERIT test.

SAY	Now write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information shown on the board.

Make sure students complete the information correctly.

Hold up a test booklet. In the test booklet as you refer to the writing prompt, passages, the Writing Guide, and Final Copy pages, show those pages to the students.

| **SAY** | Today's writing test has one prompt and one or more passages for you to read and respond to. You must provide a response to the prompt in order to receive a score.

There is also a Writing Guide to help with your response. The Writing Guide provides the criteria expected for your response. You may use a dictionary and thesaurus as well.

You may use scratch paper to plan your response and write your rough draft. When you have finished planning your response, you will write your final response in your test booklet on the pages designated "Final Copy." Your final response may be in cursive or printed letters. However, it is important that your response be legible. Remember that your work must address the writing prompt and passages.

Please note the following:

- Use a No. 2 pencil.
- Only what is written on the "Final Copy" pages will be scored.
- Write only on the lines provided.
- Do not write in the margins.
- When you see the stop sign do not go on to the next part in the test booklet.

Are there any questions? |
|---------|---|

Answer any questions.

| **SAY** | When you have finished, be sure to reread your response and make any necessary edits. When you are satisfied with your final response, close your test booklet. Raise your hand, and I will collect your test booklet.

You must remain silent until the conclusion of the test session.

Are there any questions before we begin? |
|---------|---|

Answer any questions.

SAY	Open your test booklet to page 3, the Writing Section. You may now read the prompt and begin the test.

Make sure all students have turned to the correct page in their test booklets. While students are taking the writing test, move around the room to make sure students are progressing through the test.

As each student finishes the test, collect the student's test booklet and scratch paper. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from the students testing.

When the test session ends:

SAY	The test session is now over. If you have not finished, you will be allowed to continue working, but please close your booklet at this time.
	This concludes the test session.

Most students should have time to finish the writing test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. *Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test.*

Collect all remaining scratch paper and test booklets from the students. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

All test booklets are secure documents and **must** be accounted for at the end of each test session. Missing test booklets must be located **prior** to dismissing students.

All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day.

EOC ELA Reading Test Part 1

The AzMERIT EOC ELA Reading Test is administered in two parts, one test session for each part. The use of scratch paper is prohibited on both of the reading parts.

Distribute the test booklets.

Paper-Based Testing Scripted Directions

SAY	Today, [DAY, DATE], you will be taking EOC ELA Reading Part 1, a portion of Arizona's Statewide Achievement Assessment, AzMERIT.
	Do not open your test booklet until I tell you to do so.
	Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Electronic devices, such as cell phones and personal music players, are not permitted during the entire test session. Any student who has any electronic device, including a cell phone, in his or her possession during this test session **will** have his or her test invalidated. If you have a question or need help with something during the test, raise your hand, and I will come to you.
	The reading test is not a timed test. If you have not completed Part 1 of the reading test at the conclusion of the test session, you will be allowed to continue working. However, you must complete Part 1 of the reading test by the end of the school day.
	Are there any questions?

Answer any questions.

SAY	Students must use the same test booklet for all ELA test sessions. Please check to see that the test booklet in front of you is the same one you used for previous AzMERIT testing and has your name on the front cover.

Pause while students confirm they have the correct test materials. If any student did not participate in the previous ELA test session, guide the student through completing the "Student Name," "Teacher Name," "School," and "District" lines on the front of the student's test booklet.

Students *should NOT be permitted to test* without a Pre-ID label or with an incorrect label. If any student is missing a Student Pre-ID label, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzMERIT test.

SAY	Today's reading test contains several reading passages followed by questions about those passages. You may refer back to the passages when answering the questions. You will mark your answers in the test booklet by filling in the bubble or bubbles that match the answer you choose. If you want to change an answer, completely erase the mark you made before making a new mark. You must use a No. 2 pencil to mark your answers. You may write in your test booklet, but do not write or mark near the bubbles where you will fill in your answers.
	The reading test has two parts. We will begin with Part 1. When you finish Part 1 you will see a stop sign at the bottom of the page. When you see the stop sign do NOT go on to the next part of the test booklet.
	Check to be sure that:
	• Every question in this part of the test booklet has been answered.
	• The bubbles for your answers are filled in completely using a No. 2 pencil.
	• All other bubbles are empty and all stray marks have been erased.
	You may **not** go back to any other part of this test booklet at any time.
	Are there any questions?

Answer any questions.

SAY	Open your test booklet to page 13.

Hold up the correct page for students to see. Make sure all students have turned to the correct page.

SAY	We will begin by doing two sample questions. You will mark your answers in your test booklet.
	Read Sample A in your test booklet, then fill in the bubble for the answers you choose. When you have finished with Sample A, stop working.

Give students time to answer Sample A, and then continue.

SAY	The correct answer for Sample A is "A."
	Now read Sample B in your test booklet, then fill in the bubble for the answers you choose. When you have finished Sample B, stop working.

Give students time to answer Sample B, and then continue.

SAY	The correct answer for Sample B is "C."
	Be sure to read each question carefully. Some questions will require you to mark more than one answer.
	When you finish, check your work for Part 1 only. Then, close your test booklet and raise your hand, I will collect your test booklet.
	You must remain silent until the conclusion of the test session.
	Are there any questions?

Answer any questions.

SAY	Now turn the page and you may begin Part 1 of the reading test.

Make sure all students have turned to the correct page in their test booklets. While students are taking Part 1 of the reading test, move around the room and make sure students are progressing.

As each student finishes the test, collect the student's test booklet. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from the students testing.

When the test session ends:

SAY	The test session is now over. If you have not finished, you will be allowed to continue working, but please close your test booklet at this time.
	This concludes the test session.

Most students should have time to finish Part 1 of the reading test during the allotted test session time. At the end of the test session, identify those students who require additional time to complete Part 1 of the reading test. *Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test.*

Collect all remaining test booklets from the students. All test booklets are secure documents and must be accounted for at the end of each test session. Missing test booklets **must** be located **prior** to dismissing students.

All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day.

EOC ELA Reading Test Part 2

The AzMERIT EOC ELA Reading Test is administered in two parts, one test session for each part. The use of scratch paper is prohibited on both parts of the reading test.

Distribute the test booklets.

Paper-Based Testing Scripted Directions

SAY	Today, [DAY, DATE], you will be taking EOC ELA Reading Part 2, a portion of Arizona's Statewide Achievement Assessment, AzMERIT.
	Do not open your test booklet until I tell you to do so. Talking during the test is not allowed and you may not discuss the questions or your answers after the test. Electronic devices, such as cell phones and personal music players, are not permitted during the entire test session. Any student who has any electronic device, including a cell phone, in his or her possession during this test session <u>**will**</u> have his or her test invalidated. If you have a question or need help with something during the test, raise your hand, and I will come to you.
	The reading test is not a timed test. If you have not completed Part 2 of the reading test at the conclusion of the test session, you will be allowed to continue working. However, you must complete Part 2 of the reading test by the end of the school day.
	Are there any questions?

Answer any questions.

SAY	Students must use the same test booklet for all ELA test sessions. Please check to see that the test booklet in front of you is the same one you used for previous AzMERIT testing and has your name on the front cover.

Pause while students confirm they have the correct test materials. If any student did not participate in any previous ELA test sessions, guide the student through completing the "Student Name," "Teacher Name," "School," and "District" lines on the front of the student's test booklet.

Students *should NOT be permitted to test* without a Pre-ID label or with an incorrect label. If any student is missing a Student Pre-ID label, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzMERIT test.

SAY	Today's reading test contains several reading passages followed by questions about those passages. You may refer back to the passages when answering the questions. You will mark your answers in the test booklet by filling in the bubble or bubbles that match the answer you choose. If you want to change an answer, completely erase the mark you made before making a new mark. You must use a No. 2 pencil to mark your answers. You may write in your test booklet, but do not write or mark near the bubbles where you will fill in your answers.
	We will now begin Part 2 of the reading test. When you finish Part 2 you will see a stop sign at the bottom of the page.
	Check to be sure that:
	• Every question in this part of the test booklet has been answered.
	• The bubbles for your answers are filled in completely using a No. 2 pencil.
	• All other bubbles are empty and all stray marks have been erased.
	You may **<u>not</u>** go back to any other part of this test booklet at any time.
	Are there any questions?

Answer any questions.

SAY	Open your test booklet to page [ELA 9—page 49, ELA 10—Page 47, ELA 11—Page 43].

Hold up the correct page for students to see. Make sure all students have turned to the correct page.

SAY	We will begin by doing one sample question. You will mark your answers in your test booklet.
	Read Sample C in your test booklet, then fill in the bubbles for the answers you choose. When you have finished Sample C, stop working.

Give students time to answer Sample C, and then continue.

SAY	The correct answers for Sample C are "B" and "C."
	Be sure to read each question carefully. Some questions will require you to mark more than one answer.
	When you finish, check your work for Part 2 only. Then, close your test booklet and raise your hand. I will collect your test booklet.
	You must remain silent until the conclusion of the test session.
	Are there any questions?

Answer any questions.

SAY	Now turn the page and you may begin Part 2 of the reading test.

Make sure all students have turned to the correct page in their test booklets. While students are taking Part 2 of the reading test, move around the room and make sure students are progressing.

As each student finishes the test, collect the student's test booklet. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from the students testing.

When the test session ends:

SAY	The test session is now over. If you have not finished, you will be allowed to continue working, but please close your test booklet at this time.
	This concludes the test session.

Most students should have time to finish Part 2 of the reading test during the allotted test session time. At the end of the test session, identify those students who require additional time to complete Part 2 of the reading test. *Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test.*

Collect all remaining test booklets from the students. All test booklets are secure documents and must be accounted for at the end of each test session. Missing test booklets **must** be located **prior** to dismissing students.

All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day.

EOC Math Tests (Algebra I, Geometry, Algebra II)

The AzMERIT EOC Math Tests (Algebra I, Geometry, Algebra II) are divided into two parts, Part 1 and Part 2. The AzMERIT EOC Math Test booklets are in the purple color pallet. No other AzMERIT test booklet should be used for this test session.

EOC Math Test Part 1

The AzMERIT EOC Math Tests are administered in two parts, one test session for each part.

Students may use scratch paper and a calculator. Calculators should be appropriately configured for testing as specified in the AzMERIT Calculator Policy. Refer to the AzMERIT Calculator Policy section on page 4 for guidance on calculators for testing.

Student Pre-ID labels must be affixed to test booklets **before** testing. If any student expected to test on AzMERIT is missing a Student Pre-ID label, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzMERIT test. Students should **not** be permitted to test without a Pre-ID label or with an incorrect label.

Before the test session begins, write the teacher name, school name, and district name in a location clearly visible to students.

Distribute the scratch paper, calculators, and test booklets to students.

Paper-Based Testing Scripted Directions

SAY	Today, [DAY, DATE], you will be taking the EOC [Algebra I, Geometry, Algebra II] Part 1, a portion of Arizona's Statewide Achievement Assessment, AzMERIT.
	Do not open your test booklet until I tell you to do so.
	Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Approved calculators are allowed during the test. All other electronic devices, such as cell phones and personal music players, are not permitted during the entire test session. Any student who has any prohibited electronic device, including a cell phone, in his or her possession during this test session <u>will</u> have his or her test invalidated. If you have a question or need help with something during the test, raise your hand, and I will come to you.
	This is not a timed test. If you have not completed Part 1 of the test at the conclusion of the test session, you will be allowed to continue working. However, you must complete Part 1 of the test by the end of the school day.
	Are there any questions?

Answer any questions.

SAY	On the front cover of your test booklet you will see a label with your information on it. Please review this information and raise your hand, if any part of the label is incorrect or if the label is missing.

Students **should NOT be permitted to test** without a Pre-ID label or with an incorrect label. If any student is missing a Student Pre-ID label, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzMERIT test.

SAY	Now write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information shown on the board.

Make sure students complete the information correctly.

SAY	Today's math test contains several math problems. You will mark your answers in the test booklet in the designated area for each question. If you want to change an answer, completely erase the mark you made before making a new mark. You must use a No. 2 pencil to mark your answers. You may write in your test booklet but do not write or mark near the bubbles where you will fill in your answers.
	The test has two parts. We will begin with Part 1. When you finish Part 1 you will see a stop sign at the bottom of the page. When you see the stop sign do NOT go on to the next part of the test booklet.
	Check to be sure that:
	• Every question in this part of the test booklet has been answered.
	• The bubbles for your answers are filled in completely using a No. 2 pencil.
	• All other bubbles are empty and all stray marks have been erased.
	Are there any questions?

Answer any questions.

SAY	Open your test booklet to page 3.

Hold up the correct page for students to see. Make sure all students have turned to the correct page.

SAY	We will begin by doing two sample questions. You will mark your answers in your test booklet.
	Read Sample A in your test booklet, then fill in the bubble for the answer you choose. When you have finished Sample A, stop working.

Give students time to answer Sample A, and then continue.

SAY	The correct answer for Sample A is "A."
	Now read and answer Sample B in your test booklet. To answer the question, you must bubble your answer in the grid. The purpose of the boxes above the grid is to help in filling in the bubbles but are not scored. When you have finished Sample B, stop working.

Give students time to answer Sample B. Ensure that students are filling in the bubbles in the grid, and then continue.

SAY	The correct answer for Sample B is "-3." To receive credit you must have filled in the bubbles that correspond to your answer.
	These are only a few of the types of questions you will see. Be sure to read the directions within each question carefully. Some questions will require you to give your answer in different ways.
	When you finish, check your work for Part 1 only. Then, close your test booklet and raise your hand. I will collect your test booklet.
	You must remain silent until the conclusion of the test session.
	Are there any questions?

Answer any questions.

SAY	Now turn the page and begin Part 1.

Make sure all students have turned to the correct page in their test booklets. While students are taking Part 1 of the math test, move around the room to make sure students are progressing through the test.

As each student finishes the test, collect the student's test booklet and scratch paper. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from the students testing.

When the session ends:

SAY	The test session is now over. If you have not finished, you will be allowed to continue working, but please close your test booklet at this time.
	This concludes the test session.

Most students should have time to finish Part 1 of the math test during the allotted test session time. At the end of the test session, identify those students who require additional time to complete Part 1 of the math test. ***Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test.***

Collect all remaining scratch paper, calculators, and test booklets from the students. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of each test session. Missing test booklets **must** be located **prior** to dismissing students.

All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day.

Paper-Based Testing Scripted Directions for AzMERIT End-of-Course

EOC Math Test Part 2

The AzMERIT EOC Math Tests are administered in two parts, one test session for each part.

Students may use scratch paper and a calculator. Calculators should be appropriately configured for testing as specified in the AzMERIT Calculator Policy. Refer to the AzMERIT Calculator Policy section on page 4 for guidance on calculators for testing.

Distribute the scratch paper, calculators, and test booklets to students.

Paper-Based Testing Scripted Directions

SAY	Today, [DAY, DATE], you will be taking EOC [Algebra I, Geometry, Algebra II] Part 2, a portion of Arizona's Statewide Achievement Assessment, AzMERIT.
	Do not open your test booklet until I tell you to do so. Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Approved calculators are allowed during the test. All other electronic devices, such as cell phones and personal music players, are not permitted during the entire test session. Any student who has any prohibited electronic device, including a cell phone, in his or her possession during this test session **will** have his or her test invalidated. If you have a question or need help with something during the test, raise your hand, and I will come to you.
	This is not a timed test. If you have not completed Part 2 of the test at the conclusion of the test session, you will be allowed to continue working. However, you must complete Part 2 of the test by the end of the school day.
	Are there any questions?

Answer any questions.

SAY	Students must use the same test booklet for both math test sessions. Please check to see that the test booklet in front of you is the same one you used for previous AzMERIT testing and has your name on the front cover.

Pause while students confirm they have the correct test materials. If any student did not participate in the previous math test session, guide the student through completing the "Student Name," "Teacher Name," "School," and "District" lines on the front of the student's test booklet.

Students *should NOT be permitted to test* without a Pre-ID label or with an incorrect label. If any student is missing a Student Pre-ID label, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzMERIT test.

SAY	Today's math test contains several math problems. You will mark your answers in the test booklet in the designated area for each question. If you want to change an answer, completely erase the mark you made before making a new mark. You must use a No. 2 pencil to mark your answers. You may write in your test booklet but do not write or mark near the bubbles where you will fill in your answers.
	We will now begin Part 2 of the math test. When you finish Part 2 you will see a stop sign at the bottom of the page.

SAY	Check to be sure that:
	• Every question in this part of the test booklet has been answered.
	• The bubbles for your answers are filled in completely using a No. 2 pencil.
	• All other bubbles are empty and all stray marks have been erased.
	You may **not** go back to Part 1 of this test booklet at any time.
	Are there any questions?

Answer any questions.

SAY	Open your test booklet to page [Algebra I—page 29, Geometry—page 35, Algebra II—page 25].

Hold up the correct page for students to see. Make sure all students have turned to the correct page.

SAY	We will begin by doing one sample question. You will mark your answers in your test booklet.
	Read Sample C in your test booklet, then write your answer in the box provided. When you have finished Sample C, stop working.

Give students time to answer Sample C, and then continue.

SAY	The correct answer for Sample C is "m=2d" or any equivalent equation.
	This is only one type of question you will see. Be sure to read the directions within each question carefully. Some questions will require you to give your answer in different ways.
	When you finish, check your work for Part 2 only. Then, close your test booklet and raise your hand. I will collect your test booklet.
	You must remain silent until the conclusion of the test session.
	Are there any questions?

Answer any questions.

SAY	Now turn the page and begin Part 2.

Make sure all students have turned to the correct page in their test booklets. While students are taking Part 2 of the math test, move around the room to make sure students are progressing through the test.

As each student finishes the test, collect the student's test booklet and scratch paper. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from the students testing.

When the session ends:

SAY	The test session is now over. If you have not finished, you will be allowed to continue working, but please close your test booklet at this time.
	This concludes the test session.

Most students should have time to finish Part 2 of the math test during the allotted test session time. At the end of the test session, identify those students who require additional time to complete Part 2 of the math test. ***Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test***.

Collect all remaining scratch paper and test booklets from the students. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of each test session. Missing test booklets **must** be located **prior** to dismissing students.

All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day.